

Administrative Memo #2-4-05-2005

Date: April 5, 2005

To: Service Area Administrators
Protection and Safety Administrators
Protection and Safety Supervisors
Resource Development Administrators
Resource Development Supervisors

From: Todd L. Reckling, Administrator
Office of Protection and Safety

RE: Staff Training on Administrative and Program Memos

Effective Date: **April 15, 2005**

Contact: Margaret Bitz (402) 471-9457 or Chris Hanus (402) 471-9308

Regulation and Guidebook changes are being made to clarify a number of existing policies and practices. Because completion of that process can take a considerable amount of time, the Office of Protection and Safety and Regulatory Analysis & Integration (RAID) will be issuing several administrative and program memos. It is expected that supervisors will assure that all workers and others who are affected by the information receive training on the memos.

It is suggested that supervisors provide the training by reviewing the memos with staff at their monthly team meetings. If that is not possible, the supervisor is expected to have individual discussions with staff or arrange for another means of training. In any case, each relevant staff person must receive the training within one month of issuance of the memo. (This time frame does not negate the fact that some memos will include "Immediate" effective dates.)

Thank you.

CC: Mary Osborne